

**UNITED STATES COURT OF APPEALS  
ELEVENTH JUDICIAL CIRCUIT**

<b>Position Title:</b>	<b>CHIEF CIRCUIT MEDIATOR</b>
<b>Opening Date:</b>	<b>November 10, 2014</b>
<b>Closing Date:</b>	<b>November 28, 2014</b> (or until filled)
<b>Location:</b>	<b>Atlanta, Georgia</b>
<b>Salary (depending on experience):</b>	<b>\$140,777 - \$167,000 (JSP 16)</b>

The Kinnard Mediation Center of the United States Court of Appeals for the Eleventh Circuit invites applications for the position of **Chief Circuit Mediator**. You may apply by sending (1) your resumé, (2) a letter outlining your qualifications and relating your achievements, skills, and experience in mediation; (3) a three-page to five-page self-edited writing sample; and (4) a certificate of good standing as a member of the appropriate bar to the address indicated below **by November 28, 2014. Applications submitted by e-mail or FAX will not be accepted.**

James P. Gerstenlauer, Circuit Executive  
Attn: Human Resources Department  
United States Court of Appeals for the Eleventh Circuit  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

**NOTE:** Applicants who previously submitted an application for this position during the announcement period of September 8 - October 9, 2014, will automatically be given consideration and need not reapply.

***The person selected for the position will be required to undergo a background investigation as a condition of employment.***

**The Position:** The Chief Circuit Mediator is an executive position with legal and administrative responsibilities. The Chief Circuit Mediator, who serves under the direction of the Chief Judge and the Circuit Executive of the Eleventh Circuit, presides at mediations in civil appeals and oversees the work of professional staff in two offices within the Eleventh Circuit. The primary purpose of circuit mediation is to settle appeals and any related cases.

**Specific Responsibilities:** The Chief Circuit Mediator directly supervises circuit mediators whose duties include: leading discussions of procedural and substantive legal issues; conducting analyses of an appeal's settlement value; probing each party's interest in an effort to help the parties create and explore alternatives to continued litigation; managing all administrative functions for the Kinnard Mediation Center involving personnel, statistical reporting, automation, fiscal, procurement, and budget; establishing and enforcing operating procedures and standards; and developing organizational goals and objectives.

**Experience:** Applicants must possess at least ten years of increasingly responsible administrative and managerial experience in court or executive management that demonstrates thorough knowledge of the basic concepts, principles, and theories of management; the ability to understand the managerial policies applicable to the court; the ability to exert strong leadership in the mediation program, which is a vital component of the appeal process; and the ability to deal tactfully with high level members of the public and private sectors. At least three years of experience must have been in a position of substantial management responsibility. In addition, five years of progressively responsible legal work experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school is required.

**Qualifications:**

- Graduation from an accredited law school, practice before the highest court of a state or territory of the United States, and at least ten years of post-graduate experience, *a substantial portion of which involved trial and appellate work in federal courts*, and active membership in good standing in the bar of the highest court of a state or the District of Columbia;
- Significant training and experience in mediation;
- Knowledge of and experience working with the Federal Rules of Civil Procedure and the Federal Rules of Appellate Procedure;
- Thorough knowledge of all aspects of civil law and legal procedures;
- A comprehensive understanding of the dynamics, costs, impacts, and strategies of the litigation process;
- The ability to analyze complex legal and practical aspects of an appeal;
- An aptitude for collaborative problem-solving and consensus building processes;
- The ability to deal persuasively and tactfully with strong-willed and sophisticated counsel and parties and to develop creative and practical solutions in appeals involving a wide range of disputes and personalities; and
- The ability to work independently without supervision, exercising judgment and discretion to maintain party confidences, control direction of negotiations, and modify the subsequent course of proceedings.

**Additional Information:** The United States Court of Appeals for the Eleventh Circuit is headquartered in Atlanta, Georgia. The Eleventh Circuit encompasses the states of Alabama, Florida, and Georgia. Appellate filings originate from decisions of federal district and bankruptcy courts and administrative agencies within the circuit.

**Conditions of Employment:** Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress may be evaluated. All court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Chief Circuit Mediator is also required to comply with financial disclosure reporting requirements. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-tax or after-tax, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care, and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-GRADE SALARY INCREASES</b>	Within each salary classification level there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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